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GUIDELINES

1975/76 PRIORITY EMPLOYMENT PROGRAM

EMPLOYMENT

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Alberta
Dept. of
Advanced Education and Manpower
Manpower Services Division
Special Manpower Programs Branch

November 4th, 1975

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1975/76 PRIORITY EMPLOYMENT PROGRAM

EMPLOYMENT GUIDELINES

I. INTRODUCTION

A. General

1. The Priority Employment Program (P.E.P.) is a Special Manpower Program operated by the Government of the Province of Alberta over the winter months. For the winter of 1975/76 an employment opportunity element and a training opportunity element are to be undertaken in accordance with Alberta manpower needs. The overall program is established at a base funding level which may be increased according to the perceived unemployment rate within the province.

2. The employment component of P.E.P. is to operate generally under the normal hiring procedures of government departments and in accordance with the employment objective.

B. Objective

The objective of P.E.P. employment is to provide short-term employment opportunities with Provincial Government Departments for unemployed Albertans.

C. Direction and Control

1. General policy direction is provided by the Minister of Advanced Education and Manpower.

2. Overall program control and responsibility is vested in the Manpower Services Division with the Special Manpower Programs Branch providing administrative coordination.

3. Detailed administrative responsibility for the employment activity is vested in the Special Manpower Programs Branch and the particular departments participating in the program. A P.E.P. Administrator appointed by the participating Department will carry out the P.E.P. employment responsibilities for that department.

D. Program Extent and Funding Generation

1. P.E.P., as approved by Executive Council, is a program funded at a base level, which may be increased on a graduating scale to an upper level, in accordance with the perceived unemployment rate within Alberta.

2. Funding generation for the base employment program amount is provided from the funds available in Special Manpower Programs Branch Appropriation 3046. Additional funding, if required, may be subsequently provided by Special Warrant.

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II. IMPLEMENTATION

A. Participation

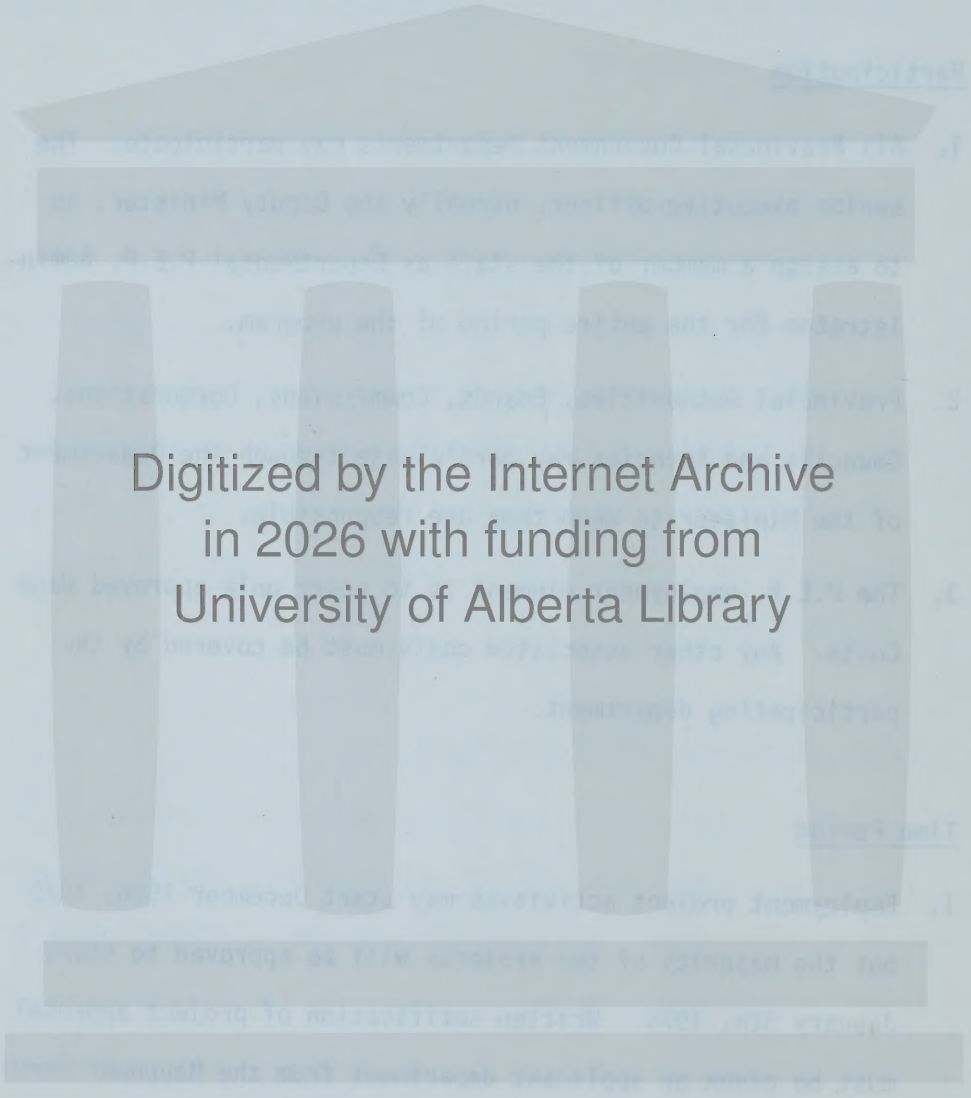
1. All Provincial Government Departments may participate. The senior executive officer, normally the Deputy Minister, is to assign a member of the staff as Departmental P.E.P. Administrator for the entire period of the program.

2. Provincial Authorities, Boards, Commissions, Corporations, Councils and Agencies may participate through the Department of the Minister to whom they are responsible.

3. The P.E.P. employment element is to cover only approved Wage Costs. Any other associated costs must be covered by the participating department.

B. Time Period

1. Employment project activities may start December 15th, 1975 but the majority of the projects will be approved to start January 5th, 1976. Written notification of project approval must be given an applicant department from the Manpower Services Division before projects may be started.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2. The end date of project activities is April 30th, 1976. Extensions beyond that date are not likely, but if special circumstances dictate an extension the Minister of Advanced Education and Manpower must endorse the extension.

C. Project Proposals

1. P.E.P. proposals may be prepared on a P.E.P. Employment application form by any unit of a department, or of an agency responsible to the Minister of a department, and then submitted to the appointed P.E.P. Administrator of that department (sample application form included with Guidelines).

2. Project proposals are to be screened within the applicant department, as arranged by the Departmental P.E.P. Administrator, to ensure they relate to the departmental role but beyond the activity their own funds permit (as only Wage Costs will be provided from P.E.P. funds any attendant costs must be covered by the applicant department).

3. Project proposals are then to be forwarded to the Special Manpower Programs Branch for review and consideration by December 5th, 1975.

4. Deadline date for project proposals to be received by Special Manpower Programs Branch is the morning of December 8th, 1975.

D. Approval Review

1. An interdepartmental P.E.P. Review Committee formed from mainly departmental P.E.P. Administrators will review the projects within the fifteen Census Divisions of the province during the week of December 8th, 1975.

2. Proposals which provide employment for Albertans in special need groups (native people, handicapped, women) have priority in the approval consideration.

3. The relatively small program (approximately $1.0 million) amount is allotted to the Census Divisions (see Census Division map) in accordance with the following table estimating the 1975/76 unemployment magnitude index.

Alberta 1975/76 Estimated Winter Unemployment Magnitude Index

Census Division	Aggregate Unemployment	Aggregate Unemployment Rate	Magnitude of Unemployment
6 (Calgary)	14,270 (31%)	6.6% (Medium)	33%
11 (Edmonton)	11,500 (24%)	4.3% (Low)	17%
15 (Grande Prairie)	4,460 (9%)	10.6% (High)	16%
2 (Lethbridge)	2,890 (6%)	8.0% (Medium/High)	8%
8 (Camrose)	2,060 (4%)	5.6% (Medium)	4%
10 (Lloydminster)	1,590 (3%)	5.0% (Low/Medium)	3%

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Alberta 1975/76 Estimated Winter Unemployment Magnitude Index (Continued)

Census Division	Aggregate Unemployment	Aggregate Unemployment Rate	Magnitude of Unemployment
1 (Medicine Hat)	1,290 (3%)	7.7% (Medium/High)	3%
3 (Pincher Creek)	1,030 (2%)	8.1% (Medium/High)	3%
14 (Edson)	880 (2%)	9.7% (High)	3%
12 (Fort McMurray)	3,430 (7%)	14.0% (High)	2%
7 (Stettler)	1,020 (2%)	6.1% (Medium)	2%
13 (Athabasca)	1,010 (2%)	4.9% (Low/Medium)	2%
5 (Drumheller)	910 (2%)	6.1% (Medium)	2%
9 (Canmore)	670 (1%)	7.5% (Medium)	2%
4 (Hanna-Oyen)	270 (1%)	5.6% (Medium)	1%

4. The magnitude index serves as a general guide, but as unemployment will be relatively high among native people in Northern Alberta an increase in project approvals for that area may be required at the expense of the major urban centres. The location of approved federal Local Initiatives Program (L.I.P.) projects may also influence P.E.P. project approvals.

5. There is no allocation of funds to departments. Project approval is to be based on merit of the proposals essentially within a Census Division area. Nonetheless, if serious unemployment develops

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over the winter increased funds may be provided for some proposals rejected in the initial review process.

6. Final authority in project approvals is vested in the Minister of Advanced Education and Manpower. Any appeal of proposals not accepted by the Review Committee require consideration and endorsement by the Minister.

E. Funding Procedures

1. Upon approval of projects the Special Manpower Programs Branch is to provide written notification of approval to the participating department.

2. That same written notification will also initiate the transfer of funds, only for the 1975/76 fiscal period, whereby a D.P.C. 6 (Transfer of Funds) is to be raised by the accounts staff of Advanced Education and Manpower transferring funds from Appropriation 3046 to the P.E.P. Appropriation of the department.

3. On receipt of the approval notification the departmental P.E.P. Administrator is to ensure a D.P.C. 3 (Notice of New Record) is raised by the departmental accounting staff for the individual projects by project title and project job number (otherwise projects will not be entered in the computer by Data staff).

4. Again, for the project period in the 1976/77 fiscal year period the Special Manpower Programs Branch is to initiate the required transfer of funds and the departmental P.E.P. Administrator must ensure D.P.C. 3 action is taken to have the project entered in the computer for the April 1st start in the new fiscal year.

5. Participating departments are responsible for keeping the project wage cost expenditures within the amounts approved.

6. Participating departments must also ensure wage payments do not lag behind the project wage periods, otherwise funds provided for the 1975/76 fiscal period will lapse and die in the appropriation account at the end of March 1976.

F. Implementation of Projects

1. Implementation of projects may get underway in participating departments upon receipt of written notification of approval.

2. Recruiting and staffing of projects is the responsibility of the participating department. Only unemployed residents of Alberta legally entitled to work in Canada may be hired.

3. Unemployed Albertans hired for P.E.P. employment projects should be recruited through the local Canada Manpower Centre or local Employment Opportunity Bureau of the Department of Social Services and Community Health.

4. Employee commencement documentation is the responsibility of the participating department.

5. Participating departments are responsible for administering their P.E.P. employment projects during the program period.

G. Employee Conditions

1. The provision of the regulations generally applying to wage service employees shall apply to the P.E.P. employment project employees.

2. Such wage employees do not qualify for coverage under The Public Service Pension Act or The Local Authorities Pension Act and participating departments should ensure the employee is aware of the fact.

3. Employees are subject to the normal procedures and regulations of the participating department on Statutory Holidays and Occasional Leave.

4. Hours of work shall generally be established by the supervisors of each project in accordance with Departmental procedures.

5. Employees are not entitled to sick leave during their period of P.E.P. employment.

6. Departments shall determine the manner in which employees are to register their attendance and be subject to appropriate deductions for absence or lateness.

7. Participating departments may dismiss or suspend an employee for just cause. In such instances the employer should give the employee notice in writing, and a copy provided to the Special Manpower Programs Branch.

H. Employee Wage Rates

1. Wage rates paid employees under P.E.P. are the prerogative of the participating department but the minimum salary level of regular employees just entering government service in comparable positions must be the guiding principle. Wage rates must not be below the minimum established under the Alberta Labour Act.

2. A maximum wage rate of $3.76 per hour may be paid P.E.P. employees providing regular employee wage rates for comparable work are above that level.

3. The proposed rate of pay for each position must be included on the project application form and is subject to amendment in the project approval process.

4. Employees shall be paid 6% holiday pay during their period of employment.

5. P.E.P. wage employees on government department projects are not eligible for paid overtime, but shall be granted straight time off in lieu of overtime.

6. Travel or other expenses possibly incurred by P.E.P. employees at the start or completion of their employment are not covered and must remain the responsibility of the project employee.

7. Employees are responsible for payment of their own Alberta Health Care Insurance premiums and should be made aware of the fact.

8. Departments are responsible for wage payment cheques being issued to employees. (Depends upon prompt and correct completion of D.P.C. 154 "Time Certificate - Labour" forms).

III. REVIEW AND AUDIT

A. Reporting Procedures

1. Regular status reports are to be provided the Special Manpower Programs Branch. Such reports are to be submitted by the 5th of each month following the month being reported on. (A report format sample is included with Guidelines).

2. Final Reports are required at the end of the program period. (An overall P.E.P. report is then prepared for the Cabinet Committee on Employment). The regular status report information along with a covering narrative on problems encountered and recommendations are required for the final report.

B. Review and Audit Process:

1. Throughout the program period the Department of Advanced Education and Manpower will visit, review and audit selected project activities. In addition, Treasury and Audit staff may review and audit selected projects.

2. After completion of the program period, Advanced Education and Manpower, Treasury or Audit may require a review of selected projects.

Alberta

ADVANCED EDUCATION
AND MANPOWER

PRIORITY EMPLOYMENT PROGRAM

APPLICATION FORM

OFFICIAL USE ONLY

JOB NUMBER.....
NO.OF POSTNS.....
.....
CENSUS DIV.....
.....
COST.....

1. AUTHORITY SUBMITTING APPLICATION

DEPARTMENT

BRANCH OR AGENCY

2. PROJECT TITLE

PROJECT LOCATION

TITLE *[For computer, 25 characters or less]*

3. PROJECT DESCRIPTION

4. DUTIES TO BE REQUIRED OF EMPLOYEES *[Job Description]*

5. BRANCH OR AGENCY CONTACT

LOCATION

Name | POSITION | LOCATION | TELEPHONE NUMBER

6. SUPERVISOR OF EMPLOYEES

Name | Position | Location | Telephone Number

WAGE COST ESTIMATES

TYPE OF WORKER	NUMBER OF WORKERS	x	RATE OF PAY PER HOUR	x	HOURS PER DAY TO WORK	x	DAYS TO WORK PER MONTH	=	MONTHLY RATE OF PAY

NOTES:

1. Maximum rate of pay is up to $3.76 per hour.
2. Hours per day normally 7-1/2 .
3. Days per month average 22 days.(December,if included, 11 days).
4. Multiply the Number of Workers receiving same pay by Rate of Pay, by Hours per Day to work, by Days to Work per month, which equals Monthly Rate of Pay.
5. P.E.P. funds are only for Wage Costs. Any other costs associated with the project shall be borne by the participating department.

MONTHLY RATE OF PAY	x	
MONTHS TO WORK 75/76	x	
WAGE ESTIMATE 75/76	=	
Add 10% (Holiday Pay, C.P.P., U.I.C. Workers Compensation)	+	
TOTAL WAGE COST ESTIMATE 1975/76	=	

April Rate of Pay	=	
Add 10% (Holiday Pay, C.P.P., U.I.C. Workers Compensation)	+	
TOTAL WAGE COST ESTIMATE 1976/77	=	

IF THE PROGRAM ADMINISTRATION, THROUGH REVIEW INSPECTION, FIND PROJECTS WHICH DO NOT MEET THE GUIDELINES, THE PROJECTS ARE SUBJECT TO CANCELLATION BY THE MINISTER.

REQUESTING AUTHORITY SIGNATURE:

_____
Departmental P.E.P. Administrator

DATE: _____

TOTAL WAGE COST ESTIMATES 1975/76 and 76/77. _____

SUBMIT TO: Special Manpower Programs Branch
Advanced Education and Manpower
406 I.B.M. Building,
10808 - 99 Avenue,
EDMONTON; Alberta.
T5K 0G2

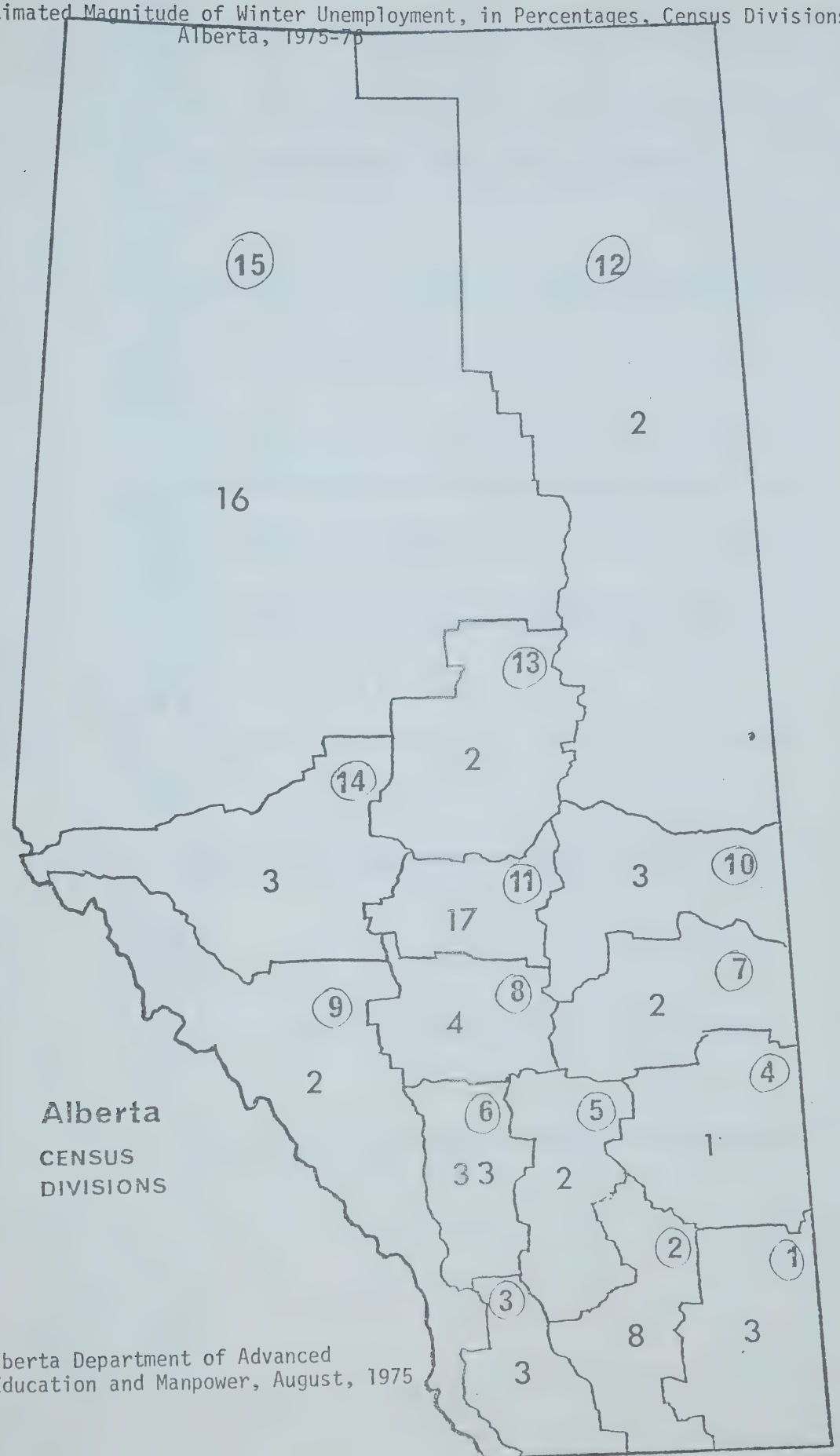
DATE: _____

_____
Application Approved

_____
REVIEW COMMITTEE

_____
MINISTER OF ADVANCED EDUCATION & MANPOWER

Estimated Magnitude of Winter Unemployment, in Percentages, Census Divisions, Alberta, 1975-76



SOURCE: Alberta Department of Advanced Education and Manpower, August, 1975

1975/76 PRIORITY EMPLOYMENT PROGRAM

EMPLOYMENT ELEMENT

STATUS REPORT

DEPARTMENT _____

APPROPRIATION _____

DATE _____

DEPARTMENT BREAKDOWN (DIVISION, BRANCH, ETC.)	PROJECT		LOCATION		TIME PERIOD		EMPLOYEES			COST ESTIMATE	EXPENDITURES		
	JOB NO.	TITLE (DESCRIPTION)	NAME	CENSUS DIVISION	START DATE	END DATE	MALE	FEMALE	TOTAL	TOTAL	WAGES	OTHER COSTS	TOTAL